

Professional and Managerial Branch  
Engineering Group  
Civil Engineering Series

**ENGINEERING DIVISION MANAGER**

10/00 (LBT)

*Summary*

Under general direction, manage and direct, engineering operations and technical services of a major division in the Engineering department through subordinate supervisory personnel.

*Typical Duties*

Develop design criteria and sets parameters for the preparation of construction plans and specifications for street and drainage improvement projects, bridge construction, public buildings, flood control structures and other projects relating to public works improvements. Involves: assuring designs are functional, practical and economical; coordinating design with affected agencies and utilities; producing construction plans and specifications within the approved deadlines.

Direct, review and control project development. Involves: meeting with project management staff and consultants to provide comments, clarifications and revisions on plans and specifications; establishing funding accounts for each project; controlling of project costs relative to budget objectives; acting as contact liaison with federal and state funding agencies; executing architectural and engineering design, procurement and project design coordination; coordinating in house designs and re-design adjustments; reviewing and approving payment of invoices for engineering and construction services; overseeing progress of construction; reviewing work directive changes and approving change orders; assuring proper close-out procedures related to as-built plans and operations/maintenance manuals; coordinating and resolving equipment malfunctions, construction defects, and any warranty items with contractors; assess and finalize projects scopes of work; preparing technical reports with scope of problem and recommendations; coordinating all engineering, construction and contractual requirements; providing professional advice and assistance to Engineering staff.

Direct, review and control inspection of construction projects for compliance to approved plans and specifications. Involves: developing and implementing construction inspection guidelines; ensuring accuracy and timeliness of inspections conducted by others, and personally inspecting and approving construction projects for acceptance; making field decisions to resolve construction conflicts; coordinating utility relocation during construction with minimal disruption of services; coordinating the testing of materials; making certain construction projects are built within the allotted time frame and budget.

Direct and control review of plans submitted by city departments and private consultants. Involves: approving subdivision improvement plans for compliance to city codes, ordinances and approved standards; reviewing, approving and issuing grading permits; approving master drainage plans for compliance to FEMA, state and city requirements; reviewing commercial and residential improvement plans; coordinates flood control projects with State and U.S. Army Corps of Engineers; supervises engineering, technical and clerical personnel responsible for the design, review and construction of engineering projects; makes decisions in evaluating difficult engineering projects; establishes short and long range goals for the sections, prepares technical reports with scope of problem and recommendations; develops operating yearly budget for assigned section.

Supervise assigned professional, supervisory and administrative support personnel. Involves: determining and changing work procedures, setting performance standards, planning work schedules, organizing workloads, making or approving duty assignments, issuing written and oral instructions, reviewing progress and expediting work flow; arranging for or conducting division orientation and training in duties and responsibilities; examining work for exactness, neatness, and policy and procedure conformance, guiding staff to overcome difficulties encountered, correct errors and rectify complaints; evaluating performance or direct reports and reviewing employee appraisals by subordinate supervisors; coaching to motivate competency improvement and career advancement; maintaining harmony among workers and resolving grievances; serving on applicant interview panels; recommending employee selection, pay adjustments or commendations, discipline and termination, and other status changes;.

Perform related incidental professional managerial functions contributing to realization of objectives as required. Involves: substituting, if assigned, for department or other division heads by carrying out specifically delegated duties sufficient to sustain continuity of ordinary activities and referring policy level problems to next higher level of management; reviewing and approving annual division budget requests for staff, resources and program improvement funds; monitoring and applying fiscal controls to receipt and expenditure of funds, and use of personnel, materials, facilities and time within limits of adopted budget, or contract and grant terms in collaboration with the Office of Management and Budget.

*Minimum Qualifications*

Training and Experience: Graduation from and accredited college or university with a Bachelor's of Science Degree in Civil Engineering and eight (8) years of progressively responsible professional civil engineering experience including four (4) years as a Registered Professional Engineer and three (3) years supervision; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of: the principles and practices of civil engineering; methods, materials, tools and equipment used in public works design construction and inspection; cost determination techniques. Considerable knowledge of: personnel rules and regulations, standards of conduct and work attendance; federal, state and local codes and ordinances as they apply to public works projects.

Ability to: efficiently and effectively plan, implement, develop, coordinate and assess the City's engineering construction and design programs or other delegated aspects of civil engineering; prepare, interpret and present comprehensive analytic reports on assigned civil engineering topics; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials, regulatory agencies, and the general public by persuasively presenting information to respond to common inquiries and complaints of individuals or groups; firmly and impartially exercise delegated supervisory authority in the supervision and evaluation of subordinate personnel.

Skill in the safe operation and care of personal computer or network work station, including computer aided drafting and design (CADD), geographic information system (GIS), word processing, database and spreadsheet programs.

Special Requirement: Respond to Public Works emergencies as necessary.

Physical Effort and Work Environment: Occasionally inspect field installations at construction sites which involves moving about uneven terrain, climbing ladders, bending and stooping and exposure to other adverse field conditions.

Licenses and Certificates: Valid Texas Professional Engineer License by time of application, or equivalent transferable from another state which must be converted to Texas Registration within one (1) year following appointment; valid Texas Class "C" Driver's license or equivalent issued by another state by time of appointment.

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Director of Personnel

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Department Head